

HMIS Committee Meeting Minutes

Date: April 28, 2014

Attendees: Matt Hudas (Chair), Amy Dornack, Natalie McCleskey, Shirene Starn-Tapyrik, and Jennifer Keaton (HMIS System Administrator)

The meeting opened with Jennifer introducing the new HMIS Chair to the committee.

She then outlined the agenda for the meeting and the purpose behind the committee.

The committee then openly discussed the three policies to review.

- Privacy Plan
- Security Plan
- Data Quality Plan

Matt stated he would work on updating the policies and present them to the committee before the next meeting.

The committee then reviewed the Acceptable Range of Missing and Unknown data chart and Data entry time frame outline.

Matt suggested a note to exclude downtime from the 5 day duration for the Data Entry Time Frame outline.

Shirene nominated Aaron Kutcher (MHR SB Network Administrator) as Security Officer and Matt seconded. Motion passed.

Shirene nominated Jennifer Keaton as Privacy Officer and Matt seconded. Motion passed, with Jennifer Keaton abstaining.

The committee set the next meeting dates as Fri. May 23rd 8:30 AM and Mon June 30th 8:30AM.